



# JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **ACCOUNTS RECEIVABLE AND SETTLEMENT ADMINISTRATOR** **Economic and Financial Operations Division**

**General Duties:** Provide seamless service to various employees of the Indiana State Attorney General through prompt support, independent problem resolution, and general assistance. Assists staff with financial issues and inquiries. Operates within the PeopleSoft Financials system and internal agency systems to process receivables in a timely and efficient manner. Facilitates timely payment of settlements and restitution through document review, interfacing with internal Attorney General Office staff, and coordinating with the Auditor of State's Office.

### **Essential Duties:**

1. Accounts Receivable:
  - a. Receives, reviews for completeness and accuracy, and researches fund/program specific checks, money orders, deposits, and other receivables.
  - b. Ensures that all receivables are deposited within one business day per Indiana statutory requirements.
  - c. Prepares receivable paperwork for review and approval of Attorney General staff.
  - d. Creates and inputs data for deposit report of collections into PeopleSoft Financials.
  - e. Receives inquiries regarding deposit status, which requires research and recommendations of solutions.
  - f. Liaison to other Attorney General departments for Accounts Receivable.
  - g. Ensures receivable transactions conform to State Board of Accounts acceptability for audit purposes.
2. Settlements:
  - a. Serves as the primary facilitator of settlement payments through accounts payable.
  - b. Serves as the primary facilitator of restitution payments through high volume accounts payable.
  - c. Interfaces with the Consumer Protection Division to ensure that complete and accurate restitution payment documentation is received and processed.
  - d. Interfaces with the Litigation Division to ensure that complete and accurate settlement payment documentation is received and processed.
  - e. Coordinates with the Auditor of State's Office on the processing of complete and accurate settlement and restitution payments.
3. Other Duties:
  - a. Responds to all internal and external customer inquiries, verbal or written, in a polite, courteous, and professional manner.

- b. Participates in training to maintain or enhance current knowledge of principles, procedures, methods, and/or technology.
- c. Serves as a resource person for peers.
- d. Facilitates accomplishment of team objectives through cooperation and "lending a hand, " even with assignments outside of normal areas of responsibility.
- e. Treats all customers with high levels of sensitivity and respect.
- f. Processes reimbursements for Special Disbursement Officer payments.
- g. Serves as backup for payroll financial facilitator.
- h. Serves as a backup for Accounts Payable.
- i. Performs additional duties as assigned.

**Requirements:**

At least 3-5 years accounts payable experience or associate degree.

PeopleSoft Financials experience preferred.

Microsoft Excel knowledge preferred.

Strong communications (written, verbal) skills required.

Should possess a collaborative work mentality and willingness to work as a member of a team.

Ability to work remotely when required. Experience with remote work technologies such as Microsoft Teams, VPNs, and other items is preferred.